

# Schedule of Classes

Offerings for June - September 2013



Note: Because of the funding source, *DPA-Only* classes are open only to employees of TAD, CFS, DAAS-APS, DAAS-IHSS and Human Services administrative support divisions.

Classes will be presented at PERC San Bernardino unless otherwise noted.

General Development Classes - Class Name	Date	Locator #	Fee	Time
<a href="#">Constructive Televiewing Skills</a> – DPA Only	06/04/13	37344	n/a	1:00 – 5:00
<a href="#">Diversity &amp; Inclusion Frame by Frame</a> – DPA Only	06/06/13	37346	n/a	8:30 – 4:00
<a href="#">So, You Think You Want to be a Supervisor?</a> – National University	06/11/13	37353	\$120	8:30 – 4:00
<a href="#">Conflict Resolution</a> – DPA Only	06/12/13	37354	n/a	8:30 – 4:00
<a href="#">Training for Maximum Impact</a> (2 days) – DPA Only	06/26-27/13	37357	n/a	8:30 – 4:00
<a href="#">Serving a Diverse Community</a> - DPA Only – Victorville	06/27/13	37359	n/a	8:30 – 12:30
<a href="#">So, You Think You Want to be a Supervisor?</a> – DPA Only	07/09/13	37360	n/a	8:30 – 4:00
<a href="#">Managing Your Emotions</a> – National University	07/10/13	37362	\$120	8:30 – 4:00
<a href="#">Performance Counseling Skills Supervisors Need</a> – DPA Only	07/11/13	37363	n/a	8:30 – 4:00
<a href="#">Writing for Clarity and Career</a> (2 days) – National University	07/16-17/13	37365	\$190	8:30 – 4:00
<a href="#">Interviewing and Test Taking Skills</a> – DPA Only – Victorville	07/17/13	37366	n/a	8:30 – 4:00
<a href="#">Diversity &amp; Inclusion: Frame by Frame</a> – National University	07/18/13	37367	\$120	8:30 – 4:00
<a href="#">Coalition Against Sexual Exploitation</a> – Victorville	07/24/13	38624	n/a	12:30 – 4:30
<a href="#">CPR/First Aid</a>	07/24/13	38506	\$80	8:30 – 4:00
<a href="#">Performance Counseling Skills Supervisors Need</a> – National University	07/24/13	37368	\$120	8:30 – 4:00
<a href="#">Public Speaking Without Fear</a> – DPA Only – Victorville	07/30/13	37369	n/a	8:30 – 4:00
<a href="#">Coping with Difficult People</a> – National University	08/01/13	37370	\$70	8:30 – 12:30
<a href="#">Service is an Attitude</a> – National University	08/13/13	37372	\$120	8:30 – 4:00
<a href="#">Interviewing and Test Taking Skills</a> – National University	08/15/13	37373	\$120	8:30 – 4:00
<a href="#">So, You Think You Want to be a Supervisor?</a> – National University	08/21/13	37375	\$120	8:30 – 4:00
<a href="#">Writing for Clarity and Career</a> (2 days) – DPA Only	09/04-05/13	37376	n/a	8:30 – 4:00
<a href="#">CPR/First Aid</a>	09/18/13	38507	\$75	8:30 – 4:00
<a href="#">Training for Maximum Impact</a> (2 days) – DPA Only	09/24-25/13	37378	n/a	8:30 – 4:00
Computer Classes - Class Name	Date	Locator #	Fee	Time
<a href="#">PowerPoint 2007 Intermediate</a> – DPA Only	06/04/13	38852	n/a	8:30 – 4:30
<a href="#">Excel 2007 Introduction</a> – DPA Only	06/05/13	38853	n/a	8:30 – 4:30
<a href="#">Word 2007 Intermediate</a> – DPA Only	07/10/13	38854	n/a	8:30 – 4:30
<a href="#">PowerPoint 2007 Introduction</a> – DPA Only	08/06/13	38855	n/a	8:30 – 4:30

<a href="#">Excel 2007 Intermediate – DPA Only</a>	08/07/13	38856	n/a	8:30 – 4:30
<a href="#">Word 2007 Introduction – DPA Only</a>	09/10/13	38857	n/a	8:30 – 4:30
<a href="#">Excel 2007 Introduction</a>	09/11/13	38858	\$120	8:30 – 4:30
<a href="#">Word 2007 Introduction</a>	09/12/13	38859	\$120	8:30 – 4:30
<a href="#">PowerPoint 2007 Introduction</a>	09/17/13	38860	\$120	8:30 – 4:30
<b>Classes for Supervisors - Class Name</b>	<b>Date</b>	<b>Locator #</b>	<b>Fee</b>	<b>Time</b>
<a href="#">Fundamentals of Supervision I</a> (5 days) – National University	08/06, 08/07, 08/14, 08/20, 08/27/13	37461	\$650	8:30 – 4:00
<a href="#">Fundamentals of Supervision II</a> (5 days) – National University	09/03, 09/11, 09/24, 10/01/13	37497	\$785	09/11/13 8:30 – 12 and 1:00 – 4:00 9/3, 9/24, 10/01/13 8:30 – 4:00

Pre-registration is required for the classes listed in this announcement; to register:

#### PERC e-Learning Network

- Go to PERC website (<http://countyline/perc/>).
- Click PERC e-Learning Network at top of page.
- Click *Sign In* on top menu bar; follow directions to log in.
- Click *Class Catalog* on left sidebar.
- Type class locator number in “Search for these words” box.
- Select *Locator Number* radio button.
- Click *Go*.
- Click *Enroll in this class*.
- Click *Yes*.

Payment, purchase order, or approved Education Assistance Proposal (EAP) must be received prior to the start of the class. When paying by check, make checks payable to San Bernardino County. For additional information, please contact PERC at (909) 420-6400.

Through the PERC LMS (Learning Management System) you can search and register for upcoming classes, view and print your training transcript and access many other new and exciting features. For more information, go to: <http://countyline/perc/>.

**Cancellations** – Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least 5 work days prior to the first class date.

#### **Training locations:**

PERC– San Bernardino  
295 E. Caroline St., Suite C

National University - San Bernardino  
804 E. Brier Street

PERC - Victorville  
17270 Bear Valley Rd., Suite 107